

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



July 26, 2002

REFUGEE COORDINATOR LETTER (RCL) NO. 02-14

TO: COUNTY REFUGEE COORDINATORS
MUTUAL ASSISTANCE ASSOCIATIONS
VOLUNTARY RESETTLEMENT AGENCIES
REFUGEE FORUM CHAIRS

SUBJECT: CHANGE OF ADDRESS CARD

This letter is to call to your attention that the Immigration and Naturalization Service (INS) will begin enforcing the requirement that all non-citizens in the United States report their change of address within ten days of moving.

In accordance with Section 265 of the Immigration and Nationality Act (INA), any person who is in the United States and is not a citizen shall report, in writing, each change of address within ten days from the date of change. Those who are not in compliance with this requirement may be charged with a misdemeanor and can be fined, imprisoned, or face deportation. This applies to all non-citizens which include refugees, asylees, parolees, and lawful permanent residents, as well as visitors and students. If a non-citizen is less than 14 years old, it is the responsibility of a parent or legal guardian to report any change of address on their behalf.

The form required to change an address is the AR-11 (Alien's Change of Address Card). A copy of the form is enclosed for your information. One form should be filled out for each person and a signature and date are required. The form can be downloaded from the INS web site at www.ins.usdoj.gov or retrieved from post offices and INS offices in the United States. The form is available in English, Chinese, Russian, Spanish and Vietnamese.

In addition, Section 264 (d) of the INA states that every non-citizen, eighteen years of age and over, shall at all times carry with them and have in their personal possession any certificate of alien registration or alien registration receipt card issued to them. Failure to comply may result in being charged with a misdemeanor and in a fine and/or imprisonment.

Please be sure to share this information as soon as possible so that all may be aware of these requirements. If you have any questions regarding this information, please feel free to contact Ms. Camille Ancona of my staff at (916) 653-7785.

Sincerely,

Original signed by:
Janet Sandlin for
Thuan Nguyen 7/26/02

THUAN NGUYEN, Chief
Refugee Programs Branch

Enclosure

Alien's Change of Address Card

NAME (Last in CAPS)	(First)	(Middle)	I AM IN THE UNITED STATES AS:
			<input type="checkbox"/> Visitor <input type="checkbox"/> Permanent Resident
			<input type="checkbox"/> Student <input type="checkbox"/> Other (Specify)

COUNTRY OF CITIZENSHIP	DATE OF BIRTH	COPY NUMBER FROM ALIEN CARD
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A

PRESENT ADDRESS	(Street or Rural Route)	(City or Post Office)	(State)	(ZIP Code)
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(IF ABOVE ADDRESS IS TEMPORARY) I expect to remain there _____ years _____ months

LAST ADDRESS	(Street or Rural Route)	(City or Post Office)	(State)	(ZIP Code)
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I WORK FOR OR ATTEND SCHOOL AT: (Employer's Name or Name of School)

(Street Address or Rural Route)	(City or Post Office)	(State)	(ZIP Code)
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PORT OF ENTRY INTO U.S.	DATE OF ENTRY INTO U.S.	IF NOT A PERMANENT RESIDENT, MY STAY IN THE U.S. EXPIRES ON: (Date)
SIGNATURE	DATE	

AR-11 (Rev. 02/19/02)Y

ALIEN'S CHANGE OF ADDRESS CARD

This card is to be used by all aliens to report change of address within 10 days of such change.

The collection of this information is required by Section 265 of the I&N Act (8 U.S.C. 1305). The data used by the Immigration and Naturalization Service for statistical and record purposes and may be furnished to federal, state, local and foreign law enforcement officials. Failure to report is punishable by fine or imprisonment and/or deportation.

This card is not evidence of identity, age, or status claimed.

Public Reporting Burden. Under the Paperwork Reduction Act, an agency may not conduct or sponsor an information collection and a person is not required to respond to an information collection unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. Often this is difficult because some immigration laws are very complex. This collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including for reducing this burden to: Immigration and Naturalization Service, 425 I Street, N.W., Room 4034, Washington, DC 20536; OMB No. 1115-0003. **Do not mail your completed form to this address. MAIL YOUR FORM TO THE ADDRESS SHOWN BELOW:**

U.S. DEPARTMENT OF JUSTICE
Immigration and Naturalization Service
HQ ORM
425 I Street NW
ULLICO 4th Floor
Washington, DC 20536